Communications Section, Deputy

for Satellite Operations

(S) NRO Staff

NCOIC: CMSgt Donat Robitaille

Backup: SSgt MacCallum

SSgt Paulk

SSgt Chamberland

Assistants: AIC Clemmons

A1C Gellinger

A1C Herman

A1C Hopkins

AIC Monk

AIC Willard

A2C Hagen

Duty Subjects:

Responsible to Deputy for Satellite Operations, -(S)-NRO Staff for providing communications and data transmission services in support of all (TS) NRP satellite operations assigned. Additionally, responsible to the Deputy for Satellite Operations for providing special communications services to entire -(S)-NRO Staff and DNRO, within existing capabilities.

Action Items:

- a. Responsible for operation of all installed equipment (includes all cryptographic, communications, data transmission: Univac 1004, Autodin, and facsimile recorders).
- b. Responsible for condition (cleanliness, state of repair, security, fire watch) of all installed communications, data transmission, facsimile equipment and the entire communications area.
- c. Provides a minimum of two qualified communications airmen to man the SOC communications section at all times -- 7 days per week, 24 hours per day. Provide additional communications support as may be necessary during peak periods.

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- d. Maintain close liaison with supply and maintenance support agencies, both commercial and military, to insure rapid response to maintenance requirements and continued updating of communications equipment.
- e. Performs continual message traffic and procedure analysis to maintain efficiency of terminal and relay operations.
- f. Acts as focal point for all other communications services in SOC, e.g., telephones, tubes, speakers, intercom, etc.
- g. Provides telephone answering services for entire SOC during other than normal duty hours except when missions are in progress and operations sergeants are on duty.
- h. Responsible for shredding, bagging and disposition of all SS-4 classified material.

Therefore, Dob Li . 1.00.10

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